

Supervisor Selection

FAITAS users who plan on utilizing FAITAS for Training, Certification, Continuous Learning, Fulfillment/Equivalency, and/or Warrant requests must select a Supervisor from active FAITAS accounts. Users will need to update their Supervisor selection if their current Supervisor changes his/her Agency within FAITAS as the Supervisor role will automatically be removed upon agency update. Employees will receive a system-generated email alerting them to the need to update their Supervisor selection within FAITAS if this occurs.

SELECTING SUPERVISOR: EMPLOYEE PERSPECTIVE

1. To select a Supervisor, navigate to **My Account | Update Supervisor**. Select a user to act as your Supervisor. Read and respond to the verification statement and click the **Update Information** button.

The image shows two screenshots from the FAITAS system. The top screenshot is the 'Supervisor Information' form. It has a 'Supervisor Name' field with 'Jane Tester3' entered and a 'Select User' button. Below this is a checkbox with the text: '* I certify that the selected Supervisor, to the best of my knowledge, has the authority to act in a Supervisory capacity on all my requests in FAITAS.' The checkbox is checked. At the bottom, there is a message: 'If your supervisor has not created a FAITAS profile you will be unable to select them. You can [send an invitation] with instructions to sign up for FAITAS.' The bottom screenshot is a 'Send an Invitation' dialog box. It has an 'Email' field with 'tester@asmr.com' entered and a 'Send Invitation' button. A red arrow points from the 'send an invitation' button in the top screenshot to the 'Send Invitation' button in the bottom screenshot.

Supervisor Information

Supervisor Name: Jane Tester3 [Select User]

☒ * I certify that the selected Supervisor, to the best of my knowledge, has the authority to act in a Supervisory capacity on all my requests in FAITAS.

If your supervisor has not created a FAITAS profile you will be unable to select them. You can [send an invitation] with instructions to sign up for FAITAS.

To be selected, a Supervisor **MUST** have a FAITAS account. If the person to be selected does not have an account, you can send an invitation.

Send an Invitation

Invitation

*Email: tester@asmr.com [Send Invitation]

NOTE: A system-generated Supervisor Designation Request is sent to a newly selected Supervisor if the Supervisor is different from the previously recorded Supervisor. Until a newly selected Supervisor approves the request, the current Supervisor remains as the assigned Supervisor.

2. Verification text confirms your Supervisor was updated and that a **Supervisor Designation Request** was sent to the selected Supervisor.

The image shows two green system-generated messages. The first message says: 'Your Supervisor has been updated.' The second message says: 'A Supervisor Designation Request has been sent to FAITAS Employee and is pending approval. Joanna J. Doe is still your current supervisor until the request is approved.'

✓ Your Supervisor has been updated.

✓ A Supervisor Designation Request has been sent to FAITAS Employee and is pending approval. Joanna J. Doe is still your current supervisor until the request is approved.

SELECTING SUPERVISOR: SUPERVISOR PERSPECTIVE

1. The newly designated Supervisor receives a system-generated notification and the **Supervisor Designation Request** displays in the Supervisor's Dashboard **My Notifications** widget or **Manage Employees | Supervisor Requests**.

The image shows a 'My Notifications' widget. It has a title bar with a warning icon and the text 'My Notifications'. Below the title bar is a table with two columns: 'Message' and 'Area'. The table has one row with the message '1 Supervisor Request(s) Pending Your Action' and the area 'P'.

My Notifications

Message	Area
1 Supervisor Request(s) Pending Your Action	P



2. Selected Supervisors can **Confirm Request** or **Deny Request**. A **Remark** is required for a **Deny Request** decision.

Supervisor Requests

Pending Supervisor Designation Request

- The following employee has requested you to be her supervisor.
- If you agree to be the supervisor, read and check the certification statement.
- Click the 'Confirm Request' button.
- Check Dashboard Notifications to see if any new messages appear, now that you are the supervisor.
- If you do not agree to be the supervisor, enter an explanation and click the 'Deny Request' button.
- Denying a request will have no effect on the employee's pending training, certification, warrant requests.

Requesting Employee Name: Dee Tester | Requesting Employee Email: Tester@mail.mil | Request Date: Dec 15 2015

Confirm Request

☒ I certify, to the best of my knowledge, I have authority to act in a Supervisory capacity on all Dee Tester's requests in FAITAS.

[Confirm Request](#)

Deny Request

*Remark

Please explain your decision

900 characters remaining (limit: 900 characters)

[Deny Request](#)

3. Verification text displays.

Confirm Request Verification Text

✓ Supervisor Request has been confirmed. You are now Dee Tester's supervisor. ✕

✓ No Supervisor Requests are pending your approval. ✕

Supervisor Requests

Previous Supervisor Requests			
Employee	Status	Request Date	Last Updated
Dee Tester	Active	Dec 15 2015	Dec 15 2015

Deny Request Verification Text

✓ Supervisor Request has been denied for Dee Tester. ✕

✓ No Supervisor Requests are pending your approval. ✕

****For Additional Details and Information, navigate to [Help](#) | [User Guides](#) | [Quick Start Guides](#)****

